

5 March 1986

MEMORANDUM FOR: OTE Division Chiefs

FROM:

Director of Training and Education

SUBJECT: Security Practices

1. This is a follow-up to our discussion at today's staff meeting on what we can do to improve our security practices and our record of security violations:

- a. Effective immediately, all Divisions in Headquarters will institute a triple security check.

b. Our Security Officer will meet with each Division to discuss existing security procedures and make recommendations as necessary. She will also report to me by COB 11 March actions taken as a consequence of these meetings, and any problems that remain.

c. You will institute a general office clean-up to reduce the risk of violations. Our Security Officer will make a walk-through in the next few weeks and will report to me on progress in this area.

d. An officer from Security Education Group will be invited to discuss security procedures at a future "All Hands Meeting." He will also address lessons learned from the Howard and other cases. Finally,

e. Division chiefs will be held responsible for any continuous pattern of violations--discussed in Performance Appraisal Report.

2. We, in OTE, have a special problem with security, given the fact that we are not generally vaulted--as is the case in many other offices. Also, the large number of transient students poses a special burden. But, our recent violations are not excusable on these grounds. We must do better.